

**Attachment**  
**Joint Career and Technological Education District (JTED)**  
**Course and Program Appeals Process**

**ADE-CTE JTED Application Processes**

Applications for new and continuing JTED programs and courses are submitted to the ADE-CTE Section no later than December 31, each school year for the approval process. ADE-CTE has 120 days to make determinations about approvals. (ARS 15-393)

ADE-CTE Section reviews and makes a decision related to the status of the JTED program and each course. One of three decisions may be determined:

- Full approval of the program and each course for full funding for the year, without further review by ADE-CTE.
- Conditional approval, with full funding for the year, with a review of the program and courses on site by a CTE program representative to receive full approval for the following year or non-approval for the next year.
- Non-approval of the program or one of the courses. This program and related courses are not eligible for funding for the year submitted. The program and each course may be resubmitted the following year, or the decision of non-approval may be appealed, using the following processes.

**Process for JTED Appeals for Non-Approval of Programs or Courses**

***State Board of Career and Technological Education Advisory Committee Review and Recommendations Processes***

- JTED submits a request to appeal to the State Board Office or its delegated entity, the ADE-CTE decision of non-approval for a program or course within 10 days\* of the notice of disapproval from ADE-CTE.
- The State Board of Career and Technological Education Advisory Committee along with the State Board Representative to this Committee will appoint a group of three to five individuals to serve on the Appeals Review Panel. Individuals selected will have no conflict of interest with any of the Appeals to be heard.
- The JTED Appeals Review Panel will utilize the JTED Legislation in ARS 15-391 and the processes identified therein related to the ADE-CTE program approval processes as the guidelines for their *recommendations* to uphold non-approval or to grant approval of the appeal.

#### JTED courses

- lead toward a specific career, vocation or industry,
  - are taught by an instructor certified to teach by Career and Technical Education by the State Board of Education or a postsecondary education institution,
  - require specialized equipment or specialized instruction materials above and beyond the scope and cost of a standard CTE course,
  - require students to obtain a passing score on an examination that demonstrates a level of skill or competency for that program of study that is accepted by a vocation or an industry,
  - are offered for students in grades nine, ten, eleven, and twelve,
  - are approved by JTED governing board,
  - meet standards of a career preparatory Career and Technical Education Program as determined by the Career and Technical Education Division of the Department of Education. These standards include:
    - Courses are part of a program identified on the FY2008 CTE Program List approved by the State Board of Career and Technical Education for FY 08-09, or future lists as approved,
    - Sufficient staff, equipment and facilities are in place to implement courses and program,
    - Program standards addressed in a coherent sequence of courses, including integration of appropriate academic standards, utilizing industry-validated standards that lead to technical assessments,
    - Programs provide for articulation with advanced postsecondary education or career placement.
- If the Appeals Review Panel determines that they wish to hear or review written information from ADE-CTE and the JTED, they request that both entities submit further information, be present to answer questions, or to make presentations.
  - The State Board of Career and Technological Education Advisory Committee Appeals Review Panel will make a recommendation for approval or disapproval of the JTED program and/or courses. This recommendation will be forwarded within ten days to the State Board of Career and Technological Education for their final action.

#### ***State Board of Career and Technological Education Actions***

- The State Board of Career and Technological Education may review the recommendations of the Advisory Committee Appeals Review Panel related to each JTED Appeal.
- The State Board may place the item recommended for approval by the Appeals Review Panel on the Consent Agenda for the next regularly scheduled Board meeting, abiding with the timelines set for items to be considered.

- If the recommendation of Appeals Review Panel is to disapprove the JTED Appeal, the JTED may request within ten days that the item be placed on the State Board agenda for further review and action of the next regularly scheduled State Board meeting, abiding with the timelines set for items to be considered.
  - The State Board will determine if they wish to review written materials or hear testimony before making the final decision and action related to the Appeal.
- The decisions by the State Board of Career and Technological Education will be final.
- Final notification will be provided to the JTED in writing within 15 days of the Board meeting where final action has been taken. A copy of the decision will also be forwarded to ADE-CTE for their appropriate actions.

\*This timeframe FY2007-08 is non-applicable.